

Small Purchase of Service Method
for the Procurement of Health and Human Services

Brief Description	Services less than \$25,000.
Bases for Use	Purchase is under \$25,000, and in accordance with requirements and rules for small purchases. Generally, this means obtaining 3 quotations. Parceling is not permitted.
Procedures	To the extent as it is practical and based on the purchasing agency's specifications, adequate and reasonable competition of no less than three quotations shall be solicited. The award shall be made to the provider with the most advantageous quotation.
Solicitation Required	Generally, purchasing agency is required to obtain 3 quotations.
Term limit of contract	None specified by statute, but generally for a short period.
Monetary Cap	Less than \$25,000
Protests	None specified by statute.
Other Comments	Dividing the purchase of same, like or related services into service purchases of smaller quantities, to evade the statutory competition purchase of service requirements is not allowed.
Reference	Hawai'i Revised Statutes §103F-405 Small Purchase and Hawai'i Administrative Rules